



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 5100.1
N004

JAN 15 2004

NETC STAFF INSTRUCTION 5100.1

From: Commander, Naval Education and Training Command
To: Headquarters Staff, Naval Education and Training Command

Subj: TOBACCO USE IN THE NETC HEADQUARTERS BUILDING

Ref: (a) SECNAVINST 5100.13C

1. Purpose. To publish policy governing tobacco use in the Naval Education and Training Command (NETC) Headquarters building 628.
2. Cancellation. CNETSTAFFINST 5100.2E
3. Applicability. Applies to all NETC military and civilian staff personnel, including appropriated and non-appropriated fund employees, and all family members, visitors, volunteers, contractors, and personnel of other commands, agencies, and businesses that operate within NETC Headquarters spaces.
4. Background

a. Reference (a) sets forth policy and guidelines for tobacco use within Department of the Navy occupied buildings and facilities, and the Human Resources Office has researched information regarding the rights of smokers and non-smokers. Tobacco use in the NETC Headquarters building will be controlled accordingly.

b. Environmental Tobacco Smoke (ETS), also referred to as "secondhand" or "passive" smoke, is an issue in today's workplace. Since smoking in government buildings is prohibited, smokers must have "reasonable" access to outdoor areas that are protected from the elements. Forcing smokers to walk in the elements to another building or remote area to smoke is not defined as "reasonable." The courtyard porch area allows smokers a place to smoke that meets designated smoking area requirements. The Headquarters building has sufficient thoroughfares for all personnel to transit about the building without going through the courtyard, thus avoiding secondhand smoke exposure.

c. Smokeless tobacco is also considered to be a health and comfort issue. Non-users of smokeless tobacco shall not be exposed to residue resulting from its use.

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5. Policy. Use of tobacco products is permitted on designated porches surrounding the courtyard. Use of tobacco products is not permitted in the NETC Headquarters building or common egress areas (i.e., the quarterdeck steps, stairwells, and doors into/out of the building). All residue from tobacco products will be deposited into appropriate containers within the authorized tobacco use area. Personnel using tobacco products in these spaces shall ensure receptacles are emptied daily into dumpsters located outside of the Headquarters building.

6. Responsibilities

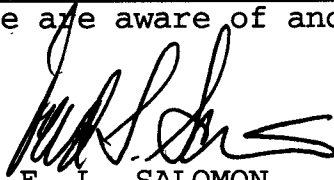
a. Administration Officer (N004)

(1) Ensure that signs are placed throughout the building and other common areas where use of tobacco products is not authorized.

(2) Ensure ashtrays and spittoons are placed at designated tobacco use areas.

(3) Investigate complaints of air contamination and tobacco use violations.

b. Division Directors and Special Assistants. Ensure personnel under their cognizance are aware of and follow the NETC Staff tobacco use policy.



F. L. SALOMON
Chief of Staff

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NSTC (OD, CD)